

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF DIRECTORS MEETING  
APRIL 9, 2012**

**BOARD MEMBERS IN ATTENDANCE**

Dennis Doyle (left at 7:23 PM), Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, Kris Nasinnyk, Tony Palermino, Eric Rothauser (arrived at 7:22 PM), Neil Ryan (arrived at 7:05 PM), Diane Stamm, Trudie Walker

**BOARD MEMBERS ABSENT**

Paul Crosswaith, LeeAnn Manke, Sue Wright

**STAFF**

Donna Miller, Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISON**

David Nagel

**TOWN COUNCIL LIAISONS ABSENT**

Clarke Castelle

**FRIENDS**

Natalie Harbeson

**CALL TO ORDER**

The meeting was called to order by Anna Eddy at 7:00 PM.

**I. ROLL CALL**

**II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES**

Judy stated she had no report.

**MOTION:** Kris Nasinnyk made a motion to accept the minutes of the regular monthly meeting of March 12, 2012, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of the regular monthly meeting of March 12, 2012 was unanimously approved with a 10-0 vote.

**III. PUBLIC PARTICIPATION**

David Nagel commented on the Library's budget and reported that the CIP budget request for the skylight and roof repair was passed. Anna thanked David, Clarke, and the Town Council for their efforts regarding the budget.

#### IV. **TREASURER'S REPORT**

Iris reported that all bills have been paid. She stated that checks have been received in memory of Tony Palermino's mother. **MOTION: Iris Larsson made a motion that the Board donate \$100 in memory of Tony Palermino's mother, Judy Igielski seconded the motion, all were in favor, and the motion passed with a 11-0 vote.**

#### V. **LIBRARY DIRECTOR'S REPORT**

Donna reported that National Library week is April 8 through 15; the week will end with the Hanel Concert on Sunday, April 15th featuring "Eight to the Bar." She indicated that she did not email her monthly report, nor distribute it this evening, as she is in the process of preparing her monthly report for the Town Manager. She will email it to the Board in a few days. Donna had the opportunity to be a word reader at the Newington Education Foundation's Spelling Bee; she did this last year and really enjoys this event.

Donna distributed information on the Library's new Book Club Service. At the present time when private book clubs contact the Library to let them know of the selected book, these books are ordered. This is now more of a formal service where these book clubs can complete a registration form and the staff will order multiple copies of the selected book.

Donna has been attending the AFSCME Union meetings with other department heads.

Donna thanked all the Board members who attended the Town Council's budget meeting on March 27<sup>th</sup> to support the Library's budget.

#### VI. **ASSISTANT LIBRARY DIRECTOR'S REPORT**

Lisa was not in attendance. Donna reported that Lisa has been very busy with staff training on the CASSIE print management system which went live on April 2<sup>nd</sup>. There will be a new way for patrons to log-in. There were a few problems with the printer on the first day, but now it is running smoothly. On Tuesday, April 10<sup>th</sup> the new public photocopier will be available. The Children's Room is installing a new combination photocopier and printer which will be networked to the computers. The present copier is not used often and the toner tends to dry up. The Spot Wireless Printing system will be installed later in the spring and another workstation will be hooked up to allow printing from patrons' laptops.

Lisa and Sue Schneider attended a conference in Washington, DC on Computers in Libraries. There were many topics and vendors, and they learned about social media, mobile websites, eReaders, and QR codes. Lisa and Sue are working on eReader programs to be held in the spring. The Library has also purchased two iPADS (iPad 2) for the staff to use.

#### VII. **FRIENDS OF THE LIBRARY**

- A. Ruby Tuesday Fundraiser, April 10, 11, & 12
- B. Open House, Sunday, April 22, 2:00 – 4:00 PM

C. Book Sale, May 4, 5, & 6 – Senior & Disabled Center

Natalie Harbeson reported on the Friends' fundraiser at Ruby Tuesday's scheduled for April 10, 11, and 12, "Eat for Your Library" during National Library Week! This fundraiser will benefit the Children's Department. Ruby Tuesday's will give 20% of the proceeds to the Friends. On April 22<sup>nd</sup> the Friends will hold an Open House from 2:00 to 4:00 PM to recruit some active volunteers and potential board members. The Friends book sale is scheduled for May 4, 5, and 6; she distributed a volunteer sign-up sheet for the book sale. The bakeless bake sale has brought in over \$1,000. The Friends will provide refreshments at the Hanel event on Sunday, April 15<sup>th</sup>.

## VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Policy and Procedures Changes

Trudie reported that the PEP Committee met and reviewed the Policy and Procedures Manual. There are 22 pages that state Board of "**Directors**" and should be changed to Board of "**Trustees.**" Trudie also noted that on page 9, section 6 the word "funds" should be used instead of the "\$" sign. **MOTION: Judy Igielski made a motion to change the wording in the Policy and Procedures Manual from Board of Directors to Board of Trustees, and to change the "\$" to the word "funds", Diane Stamm seconded the motion, all were in favor, and the motion passed unanimously with a 11-0 vote.**

2. Library Director Evaluation

Donna will be meeting with a Library Board committee on April 23<sup>rd</sup> regarding her evaluation. The Library Board usually completes the evaluation form and sends a letter to the Town Manager on this evaluation. Trudie distributed the evaluation form to the Board.

3. Charter Revision – Library Updates

Trudie indicated that the Charter also states Board of "Directors" and that should be changed to the Board of "Trustees." The PEP Committee will write a letter to the Charter Revision Commission requesting this change and this letter will be signed by Anna Eddy as president of the Library Board.

B. Investment Committee

1. Report on 3/28/12 Meeting with Carol Miller-Pekrul

Neil reported that the committee met with Carol Miller-Pekrul and reviewed the funds which include six Vanguard and one Oakmark. It was decided not to make any changes/moves until the quarterly report comes out. At that time they will meet again with Carol to discuss and changes.

C. House Committee

Diane reported that all projects are coming along well. A pattern has been chosen for the teen chair arm covers, the circulation desk track lighting is up, and the fire door is on order to the room at the end of the hallway upstairs. Diane thanked Lynn and library staff for all of their efforts with these projects.

D. Facility and Site

1. Activate a Board building expansion committee
2. Begin process of long range strategic plan update
3. Write RFP for a long range strategic plan consultant

Maureen reported that Donna met with the Town Manager regarding the campus plan for expansion and asked Donna to update the Board. Donna met with the Town Manager to ask where the Library fits in with the campus plan. The Town is working with a Kaestle Boos consultant who has several options. The Town Manager suggested to Donna that now would be a good time to activate a building expansion committee, nothing formal, but to research and gather information in order to be ready for a referendum. Donna has a list of three consultants to send an RFP to. She has obtained sample RFPs from Jeff Baron. A consultant would handle a public survey regarding the needs and wants of the patrons, and hold focus groups with parents, children, businesses, etc. Donna will research information to go into a draft document that she will send to Maureen for the Facility and Site Committee to review.

E. Technology

1. Continue work on a technology plan

Paul was not in attendance. Donna stated that the new CASSIE equipment will be referenced in the technology plan.

F. Fund Development

Pauline stated she had no report. Information on the Legacy Society will be distributed to attendees of the Hanel event on Sunday, April 15<sup>th</sup>.

G. Budget

Eric reported that Library's budget process has thus far had no changes. The Library's budget came in at a 0% increase, although there was a .39% increase in union salaries, and the CIP budget for the skylight/roof came in at \$49,875.

With regard to the RFID security system, this was deferred last year, and was once again deferred for another two years; it is now at a three year deferral. There are three phases to the installment of this system for a total cost of approximately \$172,000. The first phase would cost approximately \$79,500; this first phase will be

brought up again next year at budget time. This security system is now over 22 years old.

#### H. Race

##### 1. 16<sup>th</sup> Annual Newington Library 5K Challenge, Sunday, May 20, 9:00 AM

Eric was not in attendance at this evening's Race meeting. Anna reported that she received \$1,000 from Aetna. Holiday Inn Express has donated an overnight stay. Other prizes continue to be received.

#### IX. **OLD BUSINESS**

Iris stated that she thinks there should be a change in the by-laws that the president/vice-president/ secretary/treasurer should all be corporate members in order to keep continuity. This was proposed in the past, and she is suggesting it once again. Eric indicated that an Ad Hoc Committee was formed to review the by-laws, and he will look into this change and discuss it with the committee.

#### X. **NEW BUSINESS**

##### D. Volunteer Breakfast, Thursday, April 19, 2012, 8:30 AM

Donna stated that the Board is invited to attend the Volunteer Breakfast scheduled for April 19<sup>th</sup> at 8:30 AM. This year's theme is Disco.

#### XI. **PUBLIC PARTICIPATION**

There was no Public Participation.

#### XII. **EXECUTIVE SESSION**

**MOTION: Judy Igielski made a motion to go into Executive Session, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to go into Executive Session was unanimously accepted with an 11-0 vote at 8:12 PM.**

#### XIII. **ADJOURNMENT**

The Board adjourned at 8:35 PM.